



Texas A&M Engineering
Experiment Station



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Amazon Business AggieBuy Training

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AGRILIFE
RESEARCH

TEXAS A&M
TVMDL
VETERINARY MEDICAL
DIAGNOSTIC LABORATORY

TEXAS A&M
AGRILIFE
EXTENSION

Introductions



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Texas A&M University
Patty Winkler, Director
Procurement Services, Division of Business Services



Texas A&M University
Cherise Toler, Assistant Director
Procurement Services, Division of Business Services



Texas A&M Engineering Experiment Station
Mary Williams, Director of Purchasing & HUB Coordinator



Texas A&M Transportation Institute
Holly Fannin, Financial Accountant, Financial Services



Texas A&M AgriLife
Chris Chamberlain, Director of Procurement & HUB
Procurement Office



Texas A&M AgriLife
Lindsay Weber, Assistant Director of Procurement
Procurement Office



Amazon Business
Katherine George, Texas Higher Education Executive Advisor



Amazon Business
Alex Villanueva, Customer Success Manager



AGENDA

- **Texas A&M Amazon Business Account**
- **Punchout Overview**
- **Joining & Accessing the Amazon Business Account**
- **Upcoming Training Sessions**
- **Q&A**



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Central Amazon Business Account

Amazon Business in AggieBuy



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Coming September 2025

Launch of an official Amazon Business punchout catalog in AggieBuy

Participating System Members include Texas A&M University, TEES, AgriLife Research, AgriLife Extension, TVMDL, and TTI

Visit the Texas A&M [Procurement Website](#) to stay up to date. AgriLife Research, AgriLife Extension, and TVMDL visit the AgriLife [Procurement News & Updates](#) SharePoint page to stay up to date.



This transition to Amazon Business in AggieBuy will:

Why This Change?

- Standardize the purchasing process
- Reduce pcard reconciliation tasks
- Ensure policy compliance
- Maintains and provides:
 - Tax Exemption
 - Free 2-day Prime shipping
 - Business pricing
 - Dedicated support team

Changes:

- Orders placed via AggieBuy
- Pcards not used for Amazon purchases
- Electronic invoicing through AggieBuy
- Consolidated Texas A&M Amazon accounts



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Punchout Overview

Punchout to Amazon Business



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AggieBuy

Simple Advanced

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Trade-In](#) | [Quick Order](#) | [Browse: Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Search for products, suppliers, forms, part number, etc.

AggieBuy
...purchasing made easy

Welcome to
Texas A&M University's Purchasing and e-Commerce Website!

Get the latest NEWS about AggieBuy at AggieBuy.tamu.edu

Get the latest TRAINING information at AggieBuy.tamu.edu/Training.html

Showcased Suppliers (Suppliers recently added to the MarketPlace)

- WorkQuest
- amazon business

Office Supplies / Furniture / Books/Promotional

- TEJAS
Staples HUB Partner
- Office Depot
Office Depot HUB Partner
- Hbi
Steelcase HUB Partner
- integ
Business Cards & Stationery
- ClubColors
- Complete Scan
HUB
- TEEX
TEEX Digital

Computers / Technology

- Summit Industries
Dell HUB Partner
- Avinext
HUB - Downloadable Quotes
- 12th MAN TECHNOLOGY
HUB Reseller Apple/ PC Products
- shi
Computers & Electronics
- TODAY'S
Connection HUB Partner
- BestBuy
BestBuy HUB Partner
- BH
Audio Visual Equipment
- CDW
CDW HUB Partner
- COMPUTER CONNECTIONS
Computers & Electronics

Scientific & Medical Supplies

- Avantor
SUMMUS - VWR HUB Partner
- POSSIBLE
Fisher Scientific HUB Partner
- mavich
Medline HUB Partner
- HENRY SCHENK
Athletic/ Medical/ Dental Supply
- BIO-RAD
- CAROLINA



Punchout Order Journey

AggieBuy

Amazon Business



Click on **Amazon Business** tile and punchout



Add items to the shopping cart



Shopping cart passes approval workflows



Complete checkout process and submit for approval



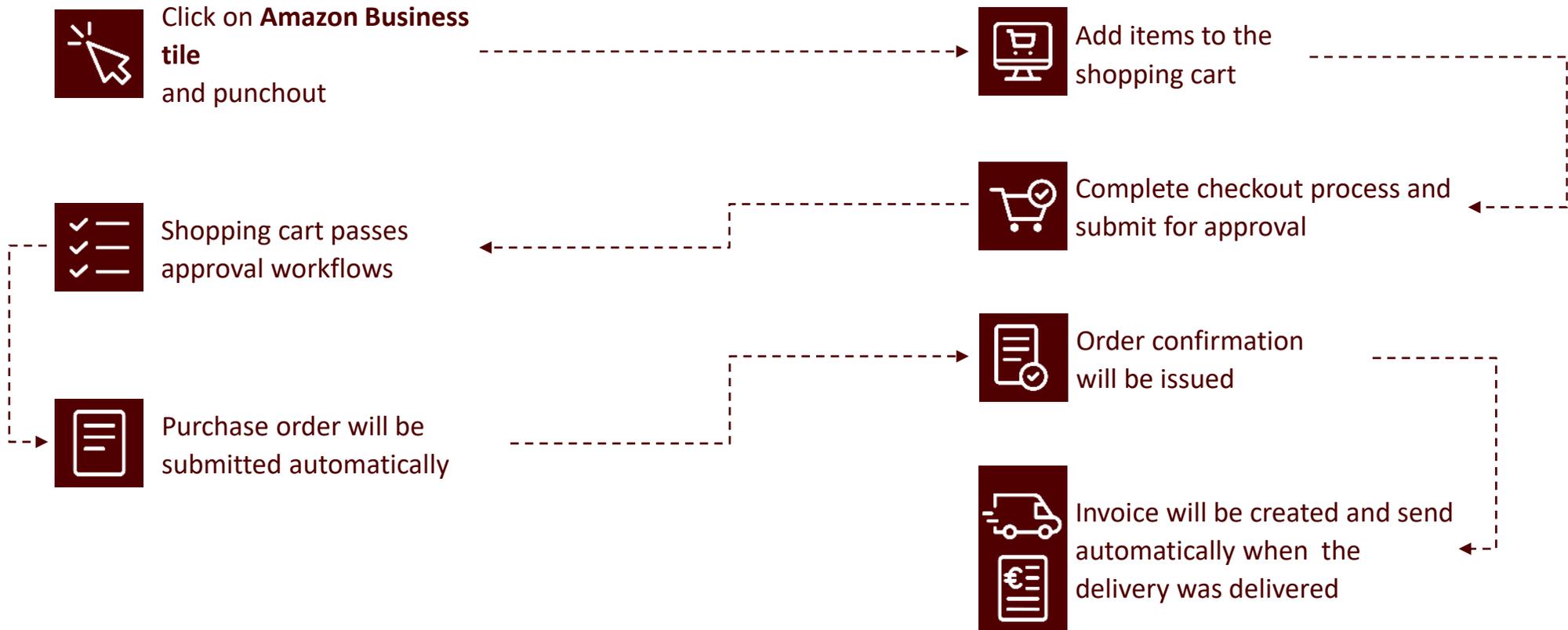
Purchase order will be submitted automatically



Order confirmation will be issued



Invoice will be created and send automatically when the delivery was delivered





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Joining & Accessing the Amazon Business Account



Amazon Business Benefits

- **Business Pricing:** Discounted rates and offers available only for Amazon Business customers
- **Business-Only Selection:** A broad selection of items in case/pack sizes designed for business shoppers
- **Quantity Discounts and Limited-Time Deals:** Volume-tiered pricing, bulk savings, coupons, and more
- **Amazon Business Analytics Reporting:** Research your order history, create and download reports, and check easy-to-read dashboards

List Price: \$27.99
Business Price \checkmark \$22.53 \checkmark prime One-Day
FREE Returns \checkmark
You Save: \$5.46 (20%)

Buy more, save more

12 units -13% \$21.69	60 units Lowest price -16% \$20.91
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Limited time deal

List Price: \$59.95 Details
Deal Price: \$36.76 \checkmark prime One-Day
FREE Returns \checkmark
You Save: \$23.19 (39%)

Coupon: Apply \$3 coupon Shop items \checkmark



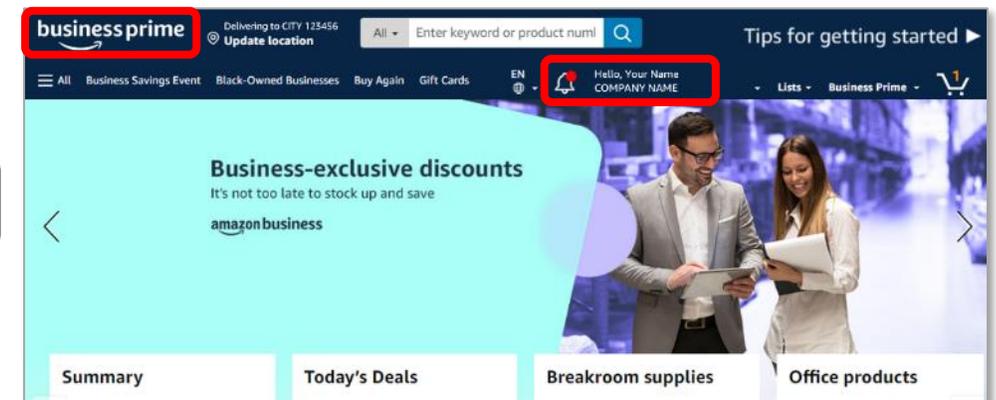
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Business vs Personal Accounts

Make sure you're in the right account when shopping for work.

- The Amazon Business account will have the Business Prime logo in the top-left corner.
- Account for Texas A&M University System will be visible under "Hello, Your Name."
- Business-Centric messaging on rotating homepage tiles.

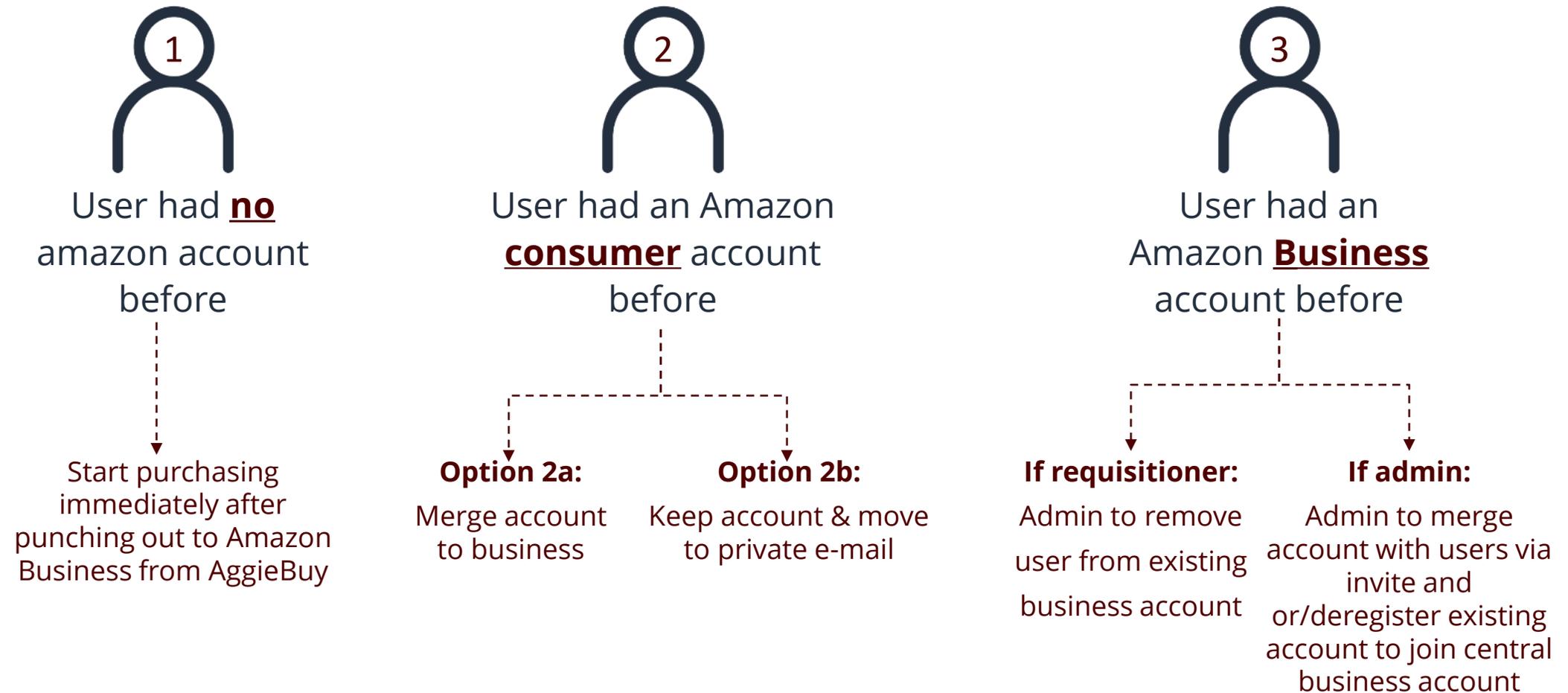
Business



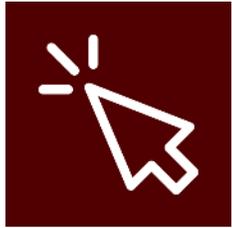
Personal



Amazon Business Registration Scenarios



1 | user had no Amazon account before with their TAMU email address



Punchout from
AggeiBuy



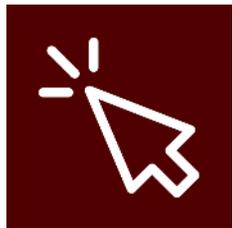
Enter your full name
if prompted

amazon business



Start
purchasing

2 | user had Amazon account before with their TAMU email address



Punchout from AggieBuy



Sign in to join Amazon Business.

We already have an Amazon account with your email address. Please sign in to see your options.

Email or mobile phone number

Password Forgot Password

By signing-in you agree to Amazon's Conditions of Use & Sale. Please see our Privacy Notice, our Cookies Notice and our Interest-Based Ads Notice.

Keep me signed in. [Details](#)

Enter your work email & then enter password for existing consumer account or click 'forgot password' if you are unsure of your password.

amazon **Giorgio Dal Lago**
@amazon.com

Your recent order

You haven't placed any orders.

Your addresses

VI VI

Your payment methods

MasterCard
 Credit card ending

If you've only done business shopping, we'll share your existing account details with Ltd when you join. Account details include things like shopping history, addresses and payment methods. These details are visible to others at your organisation.

If you've done any personal shopping, there's an extra step to make sure your account details aren't shared with Ltd.

What kind of shopping have you done with this account?

There are a couple more steps needed to join Ltd's Amazon Business account. Your answer here helps us figure out what those steps should be. [How?](#)

Ltd's business shopping only

A mix of Ltd's business and personal shopping

I'm not sure

To avoid having your personal purchases transferred to the company's account, select the option «Personal shopping only».

You will need to input another email address (e.g. yahoo, gmail, etc.) to be associated with your past personal shopping

2 | user had Amazon account before with their TAMU email address

2a

2b

Change the sign-in email for your personal account

If you don't want to add your account to Amazon Business Account Test's shared Amazon Business account, we can change the email address for this account.

Doing this keeps your personal account details, such as order history and any subscriptions, private and separate from the Amazon Business Account Test Amazon Business account. We recommend that you use an email address not associated with your work.

Current email [Not a work email?](#)

New email

Reenter email address

[Next](#)

Verify e-mail address

To verify your email, we've sent a One Time Password (OTP) to maximbra+consumer@amazon.de [\(Change\)](#)

Enter OTP

[Create your Amazon account](#)

By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

[Resend OTP](#)

Enter code sent to new e-mail-address

Personal account email address updated

You can now use this email to sign in to Amazon and anywhere else you use Amazon to sign in.

[Finish joining Amazon Business](#)

Consumer account was moved successfully to personal e-mail-address

Welcome to Amazon Business.

Enter your full name and choose your Business password

Your name

Email

Password

i Passwords must be at least 6 characters.

Re-enter password

[Create your Business account](#)

By creating an account you agree to Amazon's [Conditions of Use & Sale](#). Please see our [Privacy Notice](#), our [Cookies Notice](#) and our [Interest-Based Ads Notice](#).

Enter name & set password for new business account (password for consumer account will stay the same)

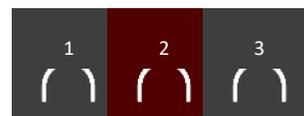
amazon business

Welcome to Amazon Business.

You are now a part of the Amazon Business Account Test Amazon Business account.

[Start shopping](#)

Enter new personal e-mail-address for consumer account



3 | user had Amazon Business account before with their TAMU email address



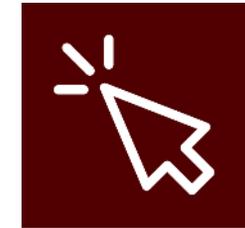
Receive invite from
Business@Amazon.com
(This is not spam)



Merge existing
Business
account into
centralized
TAMU Amazon
Business
Account



Once account is
merged, navigate
back to AggieBuy



Punchout from
AggieBuy



Begin shopping on
TAMU Amazon
Business Account



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Upcoming Training Sessions

Training Schedule



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Month/Day	Date	Audience
June 26 th	9-10am	Staff Q&A with Amazon Business
June 26 th	11am-12pm	Faculty Q&A with Amazon Business
July 16 th	9-10am	Live Virtual Training for Staff: Introduction to Amazon Business in AggieBuy
July 16 th	11am-12pm	Live Virtual Training for Faculty: Introduction to Amazon Business in AggieBuy
August 14 th	9-10am	Live Virtual Training for Staff: Amazon Business Account Access
August 14 th	11am-12pm	Live Virtual Training for Faculty: Amazon Business Account Access
September 11 th	9-10am	Live Virtual Training for Staff: Q&A
September 11 th	11am-12pm	Live Virtual Training for Faculty: Q&A
September 25 th	9-10am	Live Virtual Training for Staff: Virtual Session Troubleshooting
September 25 th	11am-12pm	Live Virtual Training for Faculty: Virtual Session Troubleshooting

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Q&A Session

Questions



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Submit questions prior to our next session:

Amazon Business Questions





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Thank you!